

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
215 North 17th Street
Omaha, Nebraska 68102-4978

DM 25-1-75

CEMRO-IM-P

Memorandum
No. 25-1-75

1 February 1995

Information Management
PURCHASES/LEASE/MAINTENANCE OF SELF-SERVICE COPIERS

1. Purpose. This memorandum establishes procedures on purchase/lease and annual maintenance agreements of self-service copiers.
2. Applicability. This memorandum is applicable to all elements of the Omaha District not participating in the Cooperative Administrative Support Unit (CASU).
3. References.
 - a. AR 25-1, The Army Information Resources Management Program.
 - b. AR 25-30, Chap 11, The Army Integrated Publishing and Printing Program.
 - c. DA Pam 25-1-1, Chap 7, Installation Information Services.
4. General. To purchase/lease a copier, an office must have first identified the need in the Information Management Modernization Plan (IM Mod Plan) in accordance with AR 25-1.
5. Responsibilities. The Omaha District Information Management Office is the approving authority for the purchase/lease and annual maintenance of all self-service copiers.
 - a. Requesting offices will:
 - (1) Prepare MRO Form 1848, Justification for Acquisition Request (JAR).
 - (2) Prepare DA Form 4951-R, Lease/Purchase Analysis for Copying/Duplicating Machines.
 - (3) Submit two bids, but it will vary in the field as to availability of vendors.
 - b. Information Management Office, Applications and Planning Branch (IM-P) will:
 - (1) Ensure the JAR is complete.
 - (2) Assign an authorized requirement statement number.
 - (3) Prepare DA Form 3953, Purchase Request and Commitment.
 - c. Logistics Management Office will assign an IM-P requisition number to all requests.
 - d. Contracting Division will process only those requests submitted by the Information Management Office for the purchase/lease and annual maintenance of office copiers.


DM 25-1-75
1 Feb 95

6. Accounting Classification.

a. Field Offices will use assigned cost code(s) for purchase/lease and annual maintenance of copiers.

b. Omaha District Offices located in the Zorinsky Federal and Central Park Plaza buildings will use code VW601130300000 for purchase/lease and annual maintenance agreements.

FOR THE COMMANDER:


ROBERT L. SUTHARD, JR.
LTC, EN
Deputy Commander

DISTRIBUTION:
D